AGENDA ITEM: Discussion regarding California CAD Solutions bill for GIS data conversion

SUPPORTIVE DOCUMENTS ATTACHED: ☒Memo ☐Resolution ☐Agreement ☒Other
California CAD Solutions Invoice 701190

BACKGROUND INFORMATION: Seeking permission to pay California CAD Solutions $10,012.50 for conversion services.

FUNDING SOURCE: ASSESSOR REPRODUCTION COST TRUST
GENERAL FUND IMPACT: No General Fund Impact

OTHER FUND:
AMOUNT: $ N/A

ARE ADDITIONAL PERSONNEL REQUIRED? ☐Yes, -- -- ☒No

IS THIS ITEM ALLOCATED IN THE BUDGET? ☐Yes ☒No

IS A BUDGET TRANSFER REQUIRED? ☐Yes ☒No

SPACE BELOW FOR CLERK’S USE

BOARD ACTION:
☐Approved
☐Approved as amended
☐Adopted
☐Adopted as amended
☐Denied
☐Other
☐No Action Taken

Resolution 2018- __________
Agreement 2018- __________
Ordinance ________________

Vote:
Ayes:
Noes:
Abstain:
Absent:
☐By Consensus

COMMENTS:

☐Set public hearing
For: ______________________

☐Direction to: ______________

☐Referred to: ______________

☐Continued to: _____________

☐Authorization given to:
___________________________

CLERK TO THE BOARD ______________________ DATE _____________________
MEMO

June 11, 2019

To: Sierra County Board of Supervisors

From: Laura Marshall, Assessor

Re: Sierra County Geographical Information Systems (GIS)

Sierra County began creation of a geographical information system (GIS) in June, 2007. Former Assessor, The Honorable William G. Copren, was granted permission by the Board of Supervisors to utilized Title III funding and struck an agreement with California CAD Solutions to handle the creation of the county base map.

Upon creation of the GIS mapping system a GIS Trust Fund was established to deposit funds from purchases in hopes the fund would offset costs to the general fund. However, due to budget concerns, the GIS Trust Fund was stripped in May, 2010. The assessor has been maintaining the cost of the system since that time.

Parcel layer updates are completed twice annually—July and January. Raw data from the assessors’ property tax system is uploaded to the contractor for dissemination onto the map layers. Due to the recent change in property tax system the contractor was required convert the CREST property tax scripts to Megabyte property tax scripts.

Unfortunately, time and cost was not discussed prior to having the contractor convert the property tax scripts. The time associated with the conversion was greater than anticipated at 66.75 hours—with a cost of $150.00 per hour. The cost for conversion is a staggering $10,012.50. This was not anticipated nor budgeted.

While I do have an Assessor Reproduction Cost Trust Fund that can absorb this unbudgeted cost, in doing so it will drain the fund that funds the majority of the assessor offices’ services and supplies. Future risk for the assessor in paying from the reproduction cost trust is having to request additional services and supply funding from the Board during the 2019-2020 fiscal year.
## Invoice

**California CAD Solutions**

**Bill To**
Sierra County • Assessors Office
100 Courthouse Square
Downieville, CA 95936

**Ship To**
Sierra County • Assessors Office
100 Courthouse Square
Downieville, CA 95936

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<th>P.O. Number</th>
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<th>Item</th>
<th>Description</th>
<th>Qty</th>
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<tbody>
<tr>
<td>Service</td>
<td>2018-2019 Q3 Assessor Update</td>
<td>66.75</td>
<td>150.00</td>
<td>10,012.50</td>
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<td></td>
<td>Convert site from CREST to Megabyte</td>
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<td>- Research Megabyte table structure</td>
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<td>- Update reports to use Megabyte instead of CREST</td>
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<td>- Work through system discrepancy analysis comparing Megabyte with the basemap parcels</td>
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<td>- Develop new workflow and QC process for Megabyte data</td>
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<td>- Finalize layers for site and update all processes and documentation</td>
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<td>- Post update to both internal and public sites</td>
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**Subtotal** $10,012.50

**Sales Tax (7.5%)** $0.00

**Total** $10,012.50